

Born-Digital Records Inventory

Concordia College Archives
Compiled by Lisa Sjoberg, spring 2014

	Series Title	Subseries Title	Capture Location	Frequency	Notes
College, General (RG 1)	North Central Association of Colleges and Secondary Schools Accreditation Records (Series 1)	Accreditation updates	College's website	Varied	The NCA Accreditation occurs every ten years.
		Committee updates	College's website	Varied	
		Committee membership	College's website	Capture once	
		Self-study report	College's website	Capture once	
		NCA Report	TBD	Capture once	
Business Affairs (RG 4)	Human Resources Records (Series 4)	Employee handbooks (staff, administrator, and faculty)	CPort (faculty) College's website (employee)	Annually/as updated	Only Faculty Handbook is in a downloadable document. The others are web content only.
Academic Affairs (RG5)	Assessment and institutional research (Series 7)	Fact books	CPort	Each semester	
		Enrollment reports	CPort	Each semester	
		Institutional reports	CPort	Varied	
Official Publications (RG 7)	Student Handbook & Directory (Series 9)	N/A	College's website	Annually/as updated	A cohesive, downloadable document no longer exists. The handbook is web content only.
Faculty & Staff (RG 8)	Governance (Series 1)	Faculty Senate	CPort	Varied	Additional committees, task forces, etc. may go online with their meeting minutes and materials.
		Faculty-as-a-Whole	Email	Varied	
	Faculty Senate Committees (Series 2)	Faculty Executive	CPort/Email	Weekly	
		Curriculum	CPort/Email	Varied	
		Core	CPort/Email	Varied	
		Assessment	CPort/Email	Varied	
		Academic Advisement & Student Development	CPort/Email	Varied	
	Institutional Committees (Series 4)	Student Affairs	Email	Varied	
Global Education		CPort/Email	Varied		
Departments (RG 10)	News Bureau (Series 1 a)	News/press releases	College's website	Weekly	
Registrar (RG 15)	Registrar's Office (Series 1)	Class schedules	CPort/Banner	Each semester	